



MONO COUNTY HUMAN RESOURCES

FAQ's

1. What happens after I turn in my application?

All applications are screened by the hiring department, usually within 4-7 days after the final filing date. The hiring department will select applicants based on minimum qualifications and HR will contact them directly to schedule an interviews.

2. Do you keep applications on file so that I do not have to turn in a new application each time I apply for a specific position?

We require you to submit a separate application each time you apply for a position. You may submit photocopies of earlier applications, but you will need to indicate the title of the position on each application. To determine whether a job is still open, please check Mono County website: www.monocounty.ca.gov

3. May I turn in an application for a position that may become available in the future?

Our application procedure requires you to turn in applications for current open positions rather than for positions that may be available in the future.

4. May I turn in an application after the Final Filing Date (FFD)?

No; only applications that are received by 5 p.m. on the Final Filing Date will be considered for a specific position. E-mail or fax applications are accepted prior to the FFD with the original application submitted by U.S. Mail after the FFD.

5. I forgot to turn in my supplemental with my application and the Final Filing Date has passed. Can I still turn in the supplemental? No. You must include all supplemental responses and any other required materials at the time that you submit your application. We cannot accept any attachments after the final Filing Date. Note: If you forgot to attach a supplemental with your application and the Final Filing Date has not passed, you can resubmit the requested items. Because of the volume of applications received, we can only accept supplemental questionnaire responses and other attachments that are submitted with an application. This must be done before the Final Filing Date.

6. Where can I view currently available jobs?

You may view information about open positions at the following locations: Employment Website: www.monocounty.ca.gov or the Human Resources office located 74 North School Street, Bridgeport, CA 93517.

7. May I submit a cover letter, resume and letter of recommendation with my application materials?

Applicant pools are competitive, so you may wish to consider including additional materials that demonstrate your strengths and qualifications for the position(s) you are applying for. Note: You will still need to submit the standard employment application form and supplemental application forms, if required, to be considered for a position.

8. Where can I turn in my completed applications?

You can submit your application by email: tneely@mono.ca.gov; or by fax 760.932.5411 (confirm receipt 760.932.5412). The original application must be submitted to Human Resources, 74 North School Street, Bridgeport, CA or mailed to: Human Resources, P.O. Box 696, Bridgeport, CA 93517.

9. How long does the hiring process take?

Applications are usually reviewed within 4 – 7 days after the FFD. The goal is to schedule interviews within 4 weeks after the closing date. The actually hiring process can last from a few weeks to several months. Factors that typically delay the process at the hiring department's end include establishing a selection committee, conducting interviews, reference checks, etc.